

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DEPUTY DIRECTOR - HEALTH
CLASS CODE: 1051

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 10/21/2014 (REVISED 4/8/2006 VERSION)
DEPARTMENT: HEALTH

JOB SUMMARY

Manages and coordinates all divisions of the Utah County Health Department including development of administrative and financial programs. Represents the Executive Director at meetings and at other places when he or she is absent. Directly supervises all administrative services.

CLASS CHARACTERISTICS

This is an Assistant Department Head classification level.

ESSENTIAL FUNCTIONS

Coordinates, plans, develops, recommends, and establishes department-wide administrative and financial programs and procedures.

Develops and monitors the department's planning process.

Designs, develops, and maintains the department's budgeting, accounting, computer, and management information systems.

Monitors the department's revenue and budget expenditures.

Oversees the timely billing and collection of all funds, fees, and contract monies owed the department.

Ensures compliance with County personnel rules as well as State and Federal regulations governing personnel management.

Investigates and determines appropriate disciplinary action for employees that supervisors refer.

Coordinates the department's risk management efforts as part of the department's liability insurance.

Reviews and coordinates all department contracts and grants; performs financial analysis and prepares detailed financial reports as required.

Negotiates contracts, then coordinates the negotiations that may be delegated to division directors.

Responds to independent, State, and Federal audits of the department's finances and contracts.

Initiates and coordinates the development of department policies, practices, and procedural protocols for use by department employees.

Represents the Department Director with local / municipal governments, community organizations, State government agencies of the Legislative and Executive branches, national organizations, Utah County elected officials, Utah County department heads, governing boards, and other agencies.

Reviews and approves job description changes for department positions.

Acts as the Department Web Master.

Directly supervises administrative staff and completes performance appraisals for the staff.

Reviews and approves travel, training, and per diem requests.

Acts as the administrator of the department in the absence or incapacity of the Department Executive Director.

Responds to public health emergencies as required by the department or division administration.

Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

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PAGE 2

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Conducts department administrative hearings when requested to do so.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of public health and legal enforcement issues; Knowledge of effective supervision techniques and program management; Knowledge of and ability to administer systems for accounting, budgeting, financial analysis, personnel, and management information systems; Knowledge of State and Federal personnel laws including ADA, FMLA, FLSA, Civil Rights Title VII, Worker's Compensation, and Workplace Harassment; Knowledge of computer applications including word processing, graphics, database, web design, and operating systems; Ability to deal with and understand large, complex spread sheets; Knowledge of Federal, State, and local government agency operation and regulations related to Public Health Administration, contracts, and finances; Ability to formulate and administer policies and procedures; Ability to communicate effectively both verbally and in writing; Ability to work with minimum supervision, act independently, and exercise independent judgment when appropriate; and Ability to establish effective working relationships with employees, other agencies, the public, and the media.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds; Regularly drive a motor vehicle; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room; Work exposes incumbent to contagious or infectious diseases or hazardous chemicals.

EDUCATION AND EXPERIENCE

Equivalent to a Master's degree in public health, public administration, or business administration (Undergraduate degree in a health-related field is preferred); and Five (5) years management and supervisory work experience in a health-related field. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.